



JOB OPPORTUNITY - FINANCIAL ADMINISTRATOR

Since 1979, The Festival of the Sound has hosted a world-renowned annual summer classical music festival in Parry Sound, ON. The Festival is a registered charity run by an active and supportive Board of Directors, other volunteers and a small dedicated staff. We are seeking to expand our team with another competent and passionate member.

The Festival has an opening for a Financial Administrator on a part-time basis. This key role reports to the Office Manager and works closely with the Board Treasurer. The Financial Administrator ensures day-to-day financial operations run smoothly. Processes include accounts receivables and payables, ADP payroll, charitable donation receipts, financial statements and reports, and annual audited reports.

Festival of the Sound is committed to providing a workplace free from discrimination or harassment and welcomes applications from all qualified individuals.

Qualified applicants are invited to submit their resume and a cover letter to Annette Pastoor, Office Manager at: admin@festivalofthesound.ca by Friday, October 20th, 2023.



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JOB DESCRIPTION

RESPONSIBLE TO: Office Manager

Purpose of the Job

- Reporting to the Festival of the Sound Office Manager (OM), and in collaboration with the Festival Board Treasurer, the Financial Administrator coordinates the year-round financial operations of the Festival organization, This includes processing payroll, payments and donations; and producing monthly financial statements, financial reports, and annual audited reports.

KEY RESPONSIBILITIES

1. FINANCE ADMINISTRATION

- Maintain Quick Book entries as they pertain to the day-to-day business of the Festival;
- In collaboration with the OM and Festival Treasurer: prepare monthly financial statements for presentation at regular Finance Committee meetings, as well as other financial reports, as needed;
- Prepare and administer payroll, including collecting time sheets, processing through ADP, setting up new employees, preparing ROE's, and other associated tasks;
- Report on, and liaise with the OM, Festival Executive Director (ED), and Board Treasurer re: the management of financial instruments including investments, financial transfers, and other revenue generating accounts;
- Manage regular accounts receivables and payables; oversee and track payments to contractors in consultation with the Office Manager;
- Monitor daily cash flows, develop reports as needed, make bank deposits, maintain petty cash, prepare and oversee cash floats as required;
- Prepare HST & WSIB quarterly payments; wire transfers; non-resident withholding tax remittances and T4A-NR yearly reports;
- Assist with legacy administration and other financial aspects as requested;
- Ensure the accurate and prompt recording and receipting of charitable donations, including sending thank you letters;
- In collaboration with the OM, assist with financial reporting to senior levels of government regarding funding received through various grants and programs, including wage subsidies, arts funding, etc.;
- Assist the OM and Treasurer in the preparation of financial reports as required;
- Work with the Festival Treasurer and liaise with the Festival Auditor to provide annual audited financial statements to the Board and membership in a timely fashion.

2. FESTIVAL TEAM SUPPORT

- Attend regular meetings as part of the FOTS staff team
- Be a positive ambassador for FOTS in the local Parry Sound and broader Festival communities



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KEY QUALIFICATIONS/REQUIREMENTS

Required Competencies

- Ethics and Integrity
- Accountability and Dependability
- Detail-oriented, highly developed Organizational skills
- Problem Solving skills
- Initiative; can work independently
- Strong written and verbal Communication skills
- Customer-service skills/orientation
- Sound judgement
- Team-player
- An interest in classical music and the arts
- Intermediate computer/software skills, including excel and Microsoft Word required

Education/Experience

- A post-secondary degree or diploma in administration, business, accounting or finance, or equivalent combination of experience and education
- Minimum of 3-5 years' experience in administration, including some financial management responsibilities, preferably in the not-for-profit sector
- Experience with developing and managing budgets, forecasts, and cash flow reports
- Experience with filing and financial reporting for grants and agreements
- Experience with QuickBooks, Theatre Manager, and ADP, are assets
- Experience with processing payroll and benefits programs

Position & Benefits:

- Part-time (approx. 3 days or 21 hours/week)
- Full-time for 6 weeks in the summer (time prior to, during, and following the summer Festival)
- Benefits package is available